

CITY OF AUBURN

TEMPORARY EMPLOYMENT APPLICATION

Human Resources Department, 25 West Main Street, Auburn, WA 98001

Phone: 253/931-3040

TTY: 253/288-3139

Applicants are considered for employment without regard to race, religion, color, sex, national origin, creed, age, marital status, veteran status, disability status, or any other basis prohibited by federal, state or local law. If you require accommodation to complete the application, testing, or interview process, please contact the Human Resources Department for assistance at (253) 931-3040.

APPLICATIONS MUST BE COMPLETED FULLY FOR EACH POSITION, EVEN WHEN SUBMITTING A RESUME IN ADDITION TO THIS APPLICATION. INCOMPLETE APPLICATIONS MAY NOT RECEIVE MAXIMUM CREDIT FOR EXPERIENCE AND/OR EDUCATION FOR CONSIDERATION IN THE SELECTION PROCESS.

POSITION APPLYING FOR: _____

Personal Information

Name _____

Address _____
(Street) _____ (City) _____ (State/Zip) _____

Work Phone _____ Home Phone _____ Message/Cellular phone _____

Have you been known by any other name by any of your employers or any educational institution you have attended? YES NO If yes, what name _____

Have you ever applied with the City before? YES NO If yes, give date(s) and position(s) _____

Have you previously been employed by the City of Auburn? YES NO If yes, please give title and dates of employment: Title _____ Dates _____

Are you related to anyone working for the City of Auburn? YES NO

If yes, Name _____ Title _____ Department _____

City policy prohibits immediate family members from working in any capacity that may create a conflict of interest.

Can you perform the primary functions of the job for which you are applying with or without accomodation?

YES NO

In compliance with the Americans with Disabilities Act, a disability will be considered only in the context of an applicant's ability to perform primary elements of the job and to determine reasonable accommodation.

Education and Training

Type of School	Name & Location	Major Subject	Circle # Yrs Completed	Graduate?/Degree & Major
High School			9 10 11 12	Do you have a High School Diploma or GED? YES <u> </u> NO <u> </u>
College			1 2 3 4	
Business or Vocational			1 2 3 4	
Trade, Other			1 2 3 4	
Military				

Employment History (Please complete all data for each job)

Begin with your present or most recent job, list your entire work record for the past 10 years. Use additional sheets of paper if necessary. Include periods of self-employment, unemployment, and military service assignments. List each promotion separately. In evaluating your qualifications, preference will be given to experience during that period. However, if you feel that your work experience beyond 10 years is important, please include it.

Job Title _____	Employed From _____ To _____	
Employer _____	Hours Per Week _____	
Supervisor & Title _____	Phone Number _____	
Employer's Address _____ <small>(Street)</small>	(City) _____	(State/Zip) _____
Briefly describe work duties and level of responsibility _____ _____ _____		
Last Salary \$ _____		
Type of employees supervised _____	Number of employees supervised _____	
May we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If not currently employed, reason for leaving _____		

Job Title _____	Employed From _____ To _____	
Employer _____	Hours Per Week _____	
Supervisor & Title _____	Phone Number _____	
Employer's Address _____ <small>(Street)</small>	(City) _____	(State/Zip) _____
Briefly describe work duties and level of responsibility _____ _____ _____		
Last Salary \$ _____		
Type of employees supervised _____	Number of employees supervised _____	
Reason for leaving _____		

Employment History Continued

Job Title _____	Employed From _____ To _____	
Employer _____	Hours Per Week _____	
Supervisor & Title _____	Phone Number _____	
Employer's Address _____ <small>(Street)</small>	<small>(City)</small> _____	<small>(State/Zip)</small> _____
Briefly describe work duties and level of responsibility _____ _____ _____		
Last Salary \$ _____		
Type of employees supervised _____	Number of employees supervised _____	
Reason for leaving _____		

Job Title _____	Employed From _____ To _____	
Employer _____	Hours Per Week _____	
Supervisor & Title _____	Phone Number _____	
Employer's Address _____ <small>(Street)</small>	<small>(City)</small> _____	<small>(State/Zip)</small> _____
Briefly describe work duties and level of responsibility _____ _____ _____		
Last Salary \$ _____		
Type of employees supervised _____	Number of employees supervised _____	
Reason for leaving _____		

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Employer _____	Hours Per Week _____	
Supervisor & Title _____	Phone Number _____	
Employer's Address _____ <small>(Street)</small>	<small>(City)</small> _____	<small>(State/Zip)</small> _____
Briefly describe work duties and level of responsibility _____ _____ _____		
Last Salary \$ _____		
Type of employees supervised _____	Number of employees supervised _____	
Reason for leaving _____		

Skills and Abilities

	Indicate skill level & machines/equipment on which this skill has been demonstrated	Years/Months Experience
Keyboarding (include WPM)		
Office Equipment		
Software/Computers		
Construction Equipment		
Facilities Maintenance Equipment		
Other		

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?
(Documentation of authorization of legal right to work in the U.S. will be required upon employment.) YES NO

If the job for which you are applying requires a driver's license, do you possess one with no pending risk of loss?
YES NO Issuing state: _____

Have you ever pled guilty to, been convicted of, or been released from jail or prison in the last ten (10) years for a criminal offense? YES NO (A conviction record does not necessarily bar you from employment with the City.)

If YES, please indicate date, location, nature of all offenses.

I understand that any false or misleading statement, or misrepresentation, intentional or unintentional, in any of my answers or statements may be grounds for elimination from further consideration, or if employed, may be cause for dismissal. Further, I authorize the City of Auburn to investigate all statements in this application or other supporting employment documents, and to secure any necessary information from all my employers, references, and academic institutions. I understand that any offer of employment is contingent upon receipt of a satisfactory report on my academic credentials, employment history and/or credit history. I hereby release all those employers, references, academic institutions and the City of Auburn from any liability arising from their giving or receiving information about my employment history, my academic credentials, and/or my suitability for employment with the City of Auburn.

I understand that nothing in this employment application or other supporting employment documents, in the City's policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between me and the City of Auburn. No promises regarding employment have been made to me. Unless specifically provided in a contract or ordinance approved by the Mayor or the City Council, all employees are "at will", whose employment and compensation can be terminated, with or without cause, and with or without notice, at the option of the City or myself. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes, unless specified in a collective bargaining contract.

I hereby acknowledge that I have read and understand the preceding statements. YES NO

When submitting this application electronically it will be accepted for the purpose of meeting the job announcement deadline. If scheduled for an interview the applicant will be required to physically sign the application at the time of the interview.

Signature _____ **Date** _____
(Use legal name)